



Within local historic districts, exterior changes to property visible from a street must be reviewed and approved by the Memphis Landmarks Commission (MLC). The types and extent of changes which must be reviewed depend on a district's historic zoning (see list of districts and zones on reverse). Proposed work must meet MLC design guidelines to receive a Certificate of Appropriateness (COA). District design guidelines are available upon request.

Memphis Landmarks Commission
City Hall
125 North Main Street, Room 443
Memphis, TN 38103-2084
phone (901) 576-7191
fax (901) 576-7178

Please print or type.

Application for a Certificate of Appropriateness (COA)

1. Property Address: _____

Historic District: _____

2. Name of Owner: _____

Mailing Address: _____ ZIP Code: _____

Daytime Phone Number: _____ Fax Number: _____

3. Architect/Contractor: _____

Mailing Address: _____ ZIP Code: _____

Daytime Phone Number: _____ Fax Number: _____

- 4. Proposed work is (check):**
- | | | |
|----|------------------------------------|------------------------------------|
| A. | _____ Exterior Building Alteration | |
| B. | _____ New Construction: | 1) _____ Primary structure |
| | | 2) _____ Outbuilding |
| | | 3) _____ Addition |
| | | 4) _____ Other: _____ |
| C. | _____ Site Improvement | |
| | | 1) _____ Fence |
| | | 2) _____ Wall |
| | | 3) _____ Other: _____ |
| D. | _____ Demolition: | 1) _____ Whole primary structure |
| | | 2) _____ Part of primary structure |
| | | 3) _____ Outbuilding |
| E. | _____ Relocation | |

5. Briefly describe the work. Use another sheet if necessary. Copies of all material submitted with an application are retained by the Memphis Landmarks Commission.

6. On an attached sheet, list the names and mailing addresses of the property owners within 150' of the property address. See the COA application instructions sheet for how to obtain this information.

7. Sign the attached COA Application Certification Form and include it with this application.

8. Include the required application materials. Materials samples (e.g. brick, stone, stucco, mortar, etc.) must be presented for Commission review.

This area for office use only.